

REPORT TO THE COUNTY EXECUTIVE THIRD QUARTER, 2006

ADMINISTRATIVE SERVICES

The Administrative Services Department submits the following report for the 3rd quarter of 2006:

- Attended the Region 3 Homeland Security Planning Board Meeting.
- Attended the many budget hearings held in preparation for the FY 2007 Budget.
- Completed and submitted the Administrative Services and Technology Team budgets by the due date.
- Held 2 days of E-Team training sessions, at our MSU Lab.
- Transferred the Emergency Services Department under the direction of the Health Department.
- Inherited two additional departments; Bay County Civic Arena and the Bay County Golf Course.
- Assisted in planning the Tri-County Avian Influenza Symposium.
- Accepted Bay County as Fiduciary Agent for Homeland Security Region 3 Board.
- Participated in the interviewing for the Juvenile Home Director.
- Hosted the Fall Building Superintendents /MMRMA Security Seminar.
- Participated in the new County Executive Update Informational sessions, aired on Bay 3-TV.
- Attended developmental meetings regarding the county web site; Bay 3TV partnership meetings; PreCovery Planning Meetings; Financial Information System Team meetings; and homeland security grant meetings.
- Participated in monthly Board meetings, Quadrant meetings, Department Division Head meetings, and Administrative staff meetings.

Buildings & Grounds Division

- Held second Facilities Managers Meeting at the Community Center, 21 people were in attendance.
- Winterized and closed pool at Community Center.
- Roof top filters for furnace at Community Center were changed out.
- Cement trip hazard work done on sidewalks and drywall work, at Rose, Zielinski, Meadows, Bangor, and Grove Mental Health Homes.
- Cement patching done on steps to the front of the County Building.
- Constructed conference room and three (3) offices, including steel studs, drywall, electrical, phones, computer lines, lighting, painting, and supply/return air ducts in the Health Department.
- Three-way hot water valve replaced in Health Department.
- Phase protection relays installed on HVAC equipment at Health Department and Court Facility.
- Remodeled reception window area in Public Defenders office.
- Installed outside phone at LEC that's directly connected to 911 for after hours assistance.
- Security light installed in front of LEC.
- Plaster work done at LEC.
- Assisted Treasurer's Office in maintaining and securing foreclosed properties in Bay County—cutting grass, boarding garages, adding locks and securing buildings.
- Energy Use Analysis resulted in adjusted electric rates (lowered) – Court Facility and Animal Control .
- Replaced computer/phone concentrator at Mosquito Control after lightning strike.
- Re-anchored all outside stair treads that needed repair at County Building entrances.
- Made repairs to County Building Chiller.

- Tore down boilers in County Building for State inspection and put back together.
- Installed new flag pole and spot light in front of County Building.
- Dug out path and put in sand foundation and compacted, rerod and formed, and poured concrete for sidewalk from front of County Building to back parking lot. Raked and seeded sidewalk perimeter.
- Painted Emergency Services building at the Fairgrounds.
- Reorganized garage at Parks & Recreation, made more room for storage, and added shelving.
- Made ditching bucket for backhoe.
- Added steel reinforcement to manhole covers at Fairgrounds to make non-hazardous.
- Parks & Recreation staff tore down deteriorated horse corral and built and installed all new corral, approximate size 100' x 200'.
- Replacement and maintenance of bleacher boards at Fairgrounds.
- Prepped for Bay County Fair and provided maintenance work during Fair–lawn maintenance, cleared plugged drains, and other maintenance work.
- Maintenance at Vet's Park Ballfields–kept lawn groomed, tilled warning treads, spread red clay on fields. Provided routine maintenance and grooming.
- Held garage sale at the Fairgrounds and sold approximately \$3,100 worth of goods.
- Started roof replacement of Parker Street Mental Health Home.
- Repaired under ground water break and rebuilt dump station at Pinconning Park.
- Installed spot light for video surveillance cameras at Pinconning Park.

Community Center

- Mid season form for the Summer Recreation Program with over 250 registrants.
- Pool utilized on daily basis with over 100+ swimmers per day.
- BAYS (Bay Area Youth Swim Team) held their annual "Beat the Heat" swim meet with over 300 competitors from throughout the state.

- Three (3) state softball tournaments held at Vets Park, average attendance of over 500 per tournament.
- River of Time concluded, Community Center hosted over 700 people during the 3-day event.

Golf Course

- In addition to normal league and open play, the course hosted golf team practices and many tournaments for Central, Garber and All Saints high schools
- Also hosted the following tournaments during the quarter:
 July 29th - Wood's Open
 July 30th - Green Hut Charity Golf Outing
 August 5-6 - Men's County Tournament
 August 11th - Senior Tournament
 August 12-13 Women's County Tournament
- Special Olympics Golf Outing
- Supervised installation of the new irrigation control system; swing joints and head on 18 greens plus putting green.
- Completed fall aerification program.
- Normal maintenance of course, buildings, equipment and golf carts.

Emergency Services

- Continuing with the distribution of equipment purchased under the \$700,000 Homeland Security Grant.
- Made Fire Trax ID cards for Maintenance Dept. 1st shift personnel.
- Working on outfitting Incident Command Trailer with communications equipment.
- Completed programming new VHF radios with new template.
- Over 236 county and city employees, who play a critical role in emergency management, have passed the new FEMA independent study course IS 700, 183 employees have passed the IS 800 (NRP), required by the State of Michigan. We are now working on IS 100 and IS 200 requirement for FY 2007
- Storm Ready audit performed by State team. Passed audit and received Storm Read designation
- Continued working on Riverfront Siren Project. Waiting on frequency authorization from FCC. Installation of system will follow. Working on statement

designating who will be responsible for operation, testing, ownership, maintenance and repair of system.

- Continuing with meetings dealing with Special Populations Evacuation planning with stakeholders.
- Attended all Region 3 Bio-terrorism planning meetings.
- Updated Emergency Operations Center (EOC) call-down list.
- Attended all District Meetings.
- Worked on "Precovery" business continuity drill...
- Updated Emergency Management Division's SunGard Precovery information.
- Completed two SARA Title II response plans.
- Participated and evaluated Regional Bioterrorism Communications Exercise.
- Help host the Avian Influenza Symposium

ISD

Departmental Projects/Technical Projects

- Network upgrade - preparing to establish VLAN's technology throughout the entire county network to isolate performance issues per department.
- The F.I.S.T. received three final bids are being reviewed from the QBS committee. Site visits have been scheduled to observe the application/processes that are being deployed by county's that have purchased one of the three vendor packages under consideration.
- The Treasurer's department received full Board approval of the BS & A taxation system. Will prepare a project time line to assist with the conversion and installation of the software with assistance from the Treasurer and the support staff from BS & A.
- Board approved the purchase of 63 PC's to replace the current systems that run Windows 98 operating system. Microsoft announced effective July of 2006 that the Windows 98 platform will no longer receive security updates as well as additional support. In January of 2007, we will purchase the remaining PC's to replace all of the Windows 98 applications.
- Web application access to the Intranet solution for Travel Requests processing is being completed and testing should begin at the beginning of the 3rd quarter of 2006.

- Cherry Lan software presented their image software solution and we received a demo copy of the software with the conversion of our Docushare documents to the new Cherry Lan software. Deb Stone in the Commissionaire's office is currently reviewing the documents that were converted. A meeting will take place in October to finalize our selection moving forward.
- The courts are in the process of scanning their documents into the Cherry Lan system with minimal issues being reported.
- With the departure of a Senior Technician, process is in place to advertize and select a candidate to fulfill this position.
- Installed the secondary Fortinet machine to have redundancy in the event the main server encounters issues or problems. This purchase was made available through the Homeland Security grant funds.
- Sent a tech for a week of training on the new Fortinet system which was a complimentary offering from Fortinet. The only costs to the County was the travel and hotel expenses which was paid through the Homeland Security funding.
- Researching a vulnerability/security testing with a number of individual vendors that specialize with this endeavor. Once completed, all the recommendations and modifications will be implemented to insure that the County network is as secure and protected from any outside intruders.

Systems and Programming

Program Requests

Open requests		79(18 with a status of Sunset)
Closed requests	39	
New this quarter	41	

Personal Activity

- Attended F.I.S.T. & Q.B.S. meetings
- Modified fixed assets addition & disposal schedules so that it could be run monthly
- Made additions/changes to budget preparation personnel process
- Started meeting with Finance staff to change A/R paper flow. I am in the process of developing a new report detailing applied payments.
- Modified the T&A file & added new department headings to month end reports.
- Assisted Finance staff with work processes for the account clerk

- Worked with Rosemary & Deb to solve problems arising in the Sheriff Department with Mike's departure.
- Creating new process to produce letters for individuals/vendors with outstanding checks.
- Various maintenance requests: Circuit Court, Finance, Budget/Grant, Payroll, Personnel, County Executive, Board of Commissioners, Treasurer's Office
- Monthly employee reports for Delta College & YWCA
- Under budget revenue and over budget expenditures reports. Line item summary.
- Josh pre-paid checks. When pre-paid did not completely finish. i.e. message not answer and session ended because of inactivity then the next time he signs on a message is displayed.
- For budget hearings. Budget status under/over by fund. Able to pick fund, final totals at end
- Reprint last year budget prep- personnel worksheet for Tom Hickner. Needed to restore files.
- Switch Bangor checks from manual to prepaid process. The old checks were used up, and new checks were ordered.
- Add option General Fund Summary - total only to BOCMUT-forecasting menu
- Line item summary changes- add percent, add funds selection option, remove sort and replace with open query.
- Division on aging mailing data base. Add option to list subfile differently. Which made it easier to manage. Add second address line. Delete old programs.
- Changes programs so that PO signature will print/new Purchasing agent

Health Department

- Attended meetings regarding Mitchell & McCormick public health software package. Attended demo of software for clinic staff.
- Printed report of duplicate clients and deleted over 200 duplicate records. Ran queries for notes on clients that were combined and also had 7's and 9's as chart numbers.

- Attended a Provider Awareness session regarding the new Medicaid web site "CHAMPS". Worked with Judy to enter our NPI number to cross-reference with our current Medicaid Provider Numbers.. Unable to enter two provider number because they are referenced to Dr. Hurt.
- Add/modify look-up table, procedure codes, diagnosis codes, and charges for various clinics. Change menus. Correct insurance information, procedure codes, diagnosis codes, place-of-service, etc. for clients.
- Attended GroupWise Client Access and EasyWeb training, Attended demonstration of Indexing and Imaging Software by Cherry LAN Systems.
- Attended F.I.S.T. meetings. Reviewed and graded vendor responses to the RFQ from New World, Tyler(MUNIS), and BS&A.
- For Fall 2006 Flu Clinics. Worked on report for clients who received Pneumonia vaccine previously. Query for clients who received Flu vaccine during the 2005 Flu Clinics.
- Added, deleted, and modified vaccine codes and charges for Immunization. Change maximum doses number to 1 for all vaccines.

Solution Area Planner

- The Fiscal Year 2004 Homeland Security Grant ended 2/28/06. This grant is closed.
- The FY2005 State Homeland Security Grant Program is \$480,642 for State Homeland Security (SHSP) and \$178,531 for the Law Enforcement Terrorism Prevention Program (LETPP). The grant has been awarded and the grant period is until January 2007. Purchases for Law Enforcement, Public Health, Emergency Services, HazMat, Human Services and Cyber Security have been made and reimbursement will go in this month.
- The FY04 Interoperable Communications grant for \$22,000 was used to purchase software for mobile data terminals (MDT) in law enforcement vehicles. Reimbursement was received in Sept. 2006.
- The FY06 State Homeland Security Grant has gone regional in this grant cycle. Bay County is acting as the fiduciary in Region 3. The grant is \$2,177,982 SHSGP, \$1,55,7412 LETPP, \$15,000 RRTN and \$49,480 Heightened State of Alert for a total of \$3,799,874. Bay County as the fiduciary is eligible for 3% of the grant in reimbursable expenses.

COMMUNITY CORRECTIONS

- The newly implemented Pre-Trial Services program has supervised 53 offenders who were released from jail on bond status. So far the program has saved 1643 days since the program's implementation late January 2006.
- As of September 30, 2006 the prison commitment rate is at 24% for Bay County. This is slightly higher than the state average. The prison commitment rate in Bay County for straddle cell offenders is at 33%. This is below the state average for 2005. The 2006 numbers from the State are not yet available for the 1st, 2nd or 3rd quarter.
- \$10,327.50 have been collected in fees from Community Service Work program to assist in funding the contract for the service of interviews and placement of offenders ordered by the Court to complete Community Service Work.
- Grant Application Approval: The Community Corrections Coordinator attended the State Community Corrections Advisory Board Meeting on August 24, 2006. Bay County has been approved funding for the next three years to fund plans and services outlined in the Bay County Community Corrections Plan. In previous years Bay County needed to apply every year for funding. The Bay County Community Corrections Comprehensive Plan and Application was submitted in May 2006. Community Corrections requested \$147,820.00 for treatment programs to offenders, \$22,950 for the Drunk Driver Jail Reduction/Community Treatment Plan; and \$225,387 for residential programming to offenders.
- Updated the Community Corrections Bench Book to be utilized by the Judges, Probation Agents, Defense Counsel and Prosecution for program referral of eligible offenders.
- Attendance at the Michigan Jail Re-entry Forum in Lansing on September 27, 2006. Captain Newt Jerome, Probation Supervisor, Kerri Huizar, Commissioner Ernie Krygier, Probation Agent Lori Weinecke and Juli Bollman all attended to discuss how each party can contribute in deterring offenders from re-entering the local jails.
- Community Corrections has meet with the Sheriff's Office to develop a drug testing program for pre-trial and sentenced offenders.
- Created policy for residential treatment offenders to leave from and return to the treatment facility to receive emergency medical care.
- Modified substance abuse treatment program with BASIS. Creating a more streamlined approach of referring and entering contracted offenders into treatment with more accountability for attendance and progress. The program will also incorporate more of the probation agent input regarding sanctions for non-compliance that do not include incarceration.

- Facilitated Community Corrections Advisory Board meetings for 8/16/06 and 9/20/06.
- Attended Circuit Court Probation Agent monthly meetings meeting 8/25/06 and 9/29/06.
- Attended Tri-CAP Board Meeting 9/21/06.
- CCAB recommends contract awards based on proposals reviewed.
- Update service contracts to ensure current contracts fall in line with changes in programming and have them approved by Corporation Counsel.

CRIMINAL DEFENSE

- During this quarter, the Department of Criminal Defense and the Department of the Public Defender combined to do over 85% of the criminal appointed work in the county. Total criminal appointments have increased by over 20% from last year, and both departments combined are representing 30% more defendants than last year. Ken Malkin was the chairman of the program; "Fixing Michigan's Broken Public Defense System" at the State Bar of Michigan Criminal Law Section Annual Meeting at the Ypsilanti Marriott on September 15, 2006 which was sponsored by both the Criminal Law Section of Michigan and the Michigan Public Task Force. Ken did a great job as program chair procuring nationally known speakers including Barry Scheck and Janet Reno.

CORPORATION COUNSEL

- During the third quarter of 2006, the Department of Corporation Counsel worked with the County Treasurer to complete further phases of the County's tax foreclosure management and disposition of real properties. Coordination and resolution of several law suits brought closure for the County. The County won a legal decision in its defense of a law suit where retired elected officials argued that they were owed additional compensation retroactively for Plat Board service. Assistance was provided in reviewing ballot proposals. Corporation Counsel assisted in regard to radio communications among public safety providers bringing the County Building's new radio tower closer to erection. Review of numerous contracts continued to occupy considerable time.

HEALTH

Administration

- The Health Department continues to move forward with the Work Process Redesign, which includes remodeling of the Health Department physical layout

and development of a staff cross-training plan. Third quarter progress by the Building and Grounds Department staff on this project includes the completed construction of the new waiting room, remodeling of the Immunization Clinic Room, and the Immunization Clinic nurse's office. Construction of the new education/conference room and Administrative staff offices continues. Following the completion of the offices, the new vaccine storage room and the employee break area remodel is slated to begin. Please continue to pardon our mess as we renovate.

- The Health Department continues to work with Bay-3 TV to implement the yearly programming calendar established in January. All Health Department Divisions/Programs, and the Division on Aging are presenting short programs for broadcast on Bay 3-TV.

Meetings/Trainings attended by Health Director:

- Attended monthly Michigan Association of Local Public Health (MALPH) meetings in Okemos, and participated on the MALPH's Bioterrorism Workgroup, Pandemic Influenza Rapid Response Group, Accreditation Quality Improvement Process Workgroup, and the Public Health Leadership Workgroup.
- Attended monthly Bioterrorism Defense Network Region 3 Advisory Board and Executive Board meetings in Saginaw and Bay City.
- Attended the bi-monthly Human Services Collaborative Council (HSCC) meetings in Bay City.
- Attended a legislative breakfast sponsored by the HSCC on August 1.
- Attended the University of Michigan Dioxin Study Results meeting on August 15.
- Participated as an evaluator and controller of the Region 2 North (comprised of Oakland, Macomb, and St. Clair Counties) Pandemic Flu Exercise in August. This was a full-scale exercise designed to test hospitals, public health and emergency management agencies, private ambulance companies, as well as other agencies.

Children's Special Health Care Services (CSHCS)

June

- Judy McGee, Laura Weiler and Marilyn Laurus attended the CSHCS Orientation meeting.

September

- Judy McGee and Laura Weiler attended the Fall Conference for CSHCS in Harrison.

Division On Aging (DOA)

- See report submitted by DOA staff.

Early Periodic Screening & Development Testing (EPSDT)

- 22 children were screened 3rd quarter, 2006.

Emergency Preparedness

July

- Attended E-Team training with Joel Strasz, and Dominic Smith
- Attended LEPC Meeting
- Attended Immunization Coalition Meeting
- Participated in the EPC/OPHP Conference Call

August

- Met with Bay Regional Medical Center Pharmacy management staff to discuss antibiotic storage and rotation
- Participated in the Region 3 Bioterrorism Defense Network Communications Drill
- Planned and participated in the Avian Influenza Seminar and Tabletop exercise for BCHD staff and community stakeholders
- Attended with Dominic the two-day CDC SNS Mobile Preparedness Course
- Performed and evaluated the BCHD Quarterly High MIHAN Test Alert

September

- Presented Bay3TV program with Dominic on emergency preparedness, avian/pandemic influenza, and promoted the Tri-County Avian Influenza Symposium
- Planned and participated in the Tri-County Avian Influenza Symposium for government officials, sportsmen, public health, veterinarians, and animal control staff at SVSU
- Promoted National Preparedness Month by:
Including preparedness tips on Bay County employees' paychecks
- Providing web cast opportunities to staff
- Presenting Bay3TV program
- Attended LEPC Meeting

Environmental Health

Note: These are Preliminary Numbers That Are Subject to Change

<u>FOOD SERVICE</u>		<u>WELL, SEPTIC, & MISC.</u>	
Fixed Food Est. Inspections	169	Number of Parcels Evaluated	57

Mobile, Vending & STFU Inspections Temp. Food Est. Inspections	102	Number of On-Site Sewage Disposal Permits Issued	44
		Number of Alternative/Engineered Sewage Systems Approved	N/A
Follow Up Inspections	17	Number of Failed System Evaluations Conducted	9
Number of Plans Received for Review	N/A	Number of Complaints Regarding Sewage Investigated	5
Number of Plans Approved	N/A	Number of Well Permits Issued	31
Consumer Complaints Investigated	3	Number of Abandoned Wells Plugged	N/A
Food borne Illness Complaints Investigated	2	Number of FIA Related Inspections Completed (Day Cares, AFC Homes, Etc.)	5

July

- 101 Temporary Food Inspections took place in Bay County, the **highest ever recorded** number of inspections in a quarter to date.

Family Planning

Number of Unduplicated Persons Receiving Services in Family Planning Clinic
652
Number of Encounters in Family Planning Clinic
870

Family Planning Program Highlights:

- On July 1, 2006, the State of Michigan introduced a new health care service coverage program called "Plan First!" to aid eligible women between the ages of 19-44 in paying for family planning services. Applications and assistance in applying is available at our office.
- Earlier this year, Sue Montei and Kathleen Trepkowski participated in a statewide phone conference regarding upcoming changes to Medicaid eligible services. The Family Planning Division developed a plan responding to changes in Medicaid financing. A Medicaid waiver application was submitted to the Michigan Department of Community Health this quarter.

- The Family Planning staff attended the Annual Family Planning Update in Ann Arbor on September 28-29, 2006.

Kathleen Trepkowski, RN attended the following educational seminars:

July

- HPV/Cervical Cancer Update
- Mumps Update
- Contraception for Women with Medical Conditions
- Pain Management

August

- Attended Herpes in-service with Sue Montei, RN, NP

September

- Influenza Seminar
- Avian Influenza Seminar

Sue Montei, RN, NP attended the following educational seminars:

July

- HPV/Cervical Cancer Update
- Contraception for Women with Medical Conditions

Health Education

Dominic Smith, Community Health Educator planned and/or participated in the following activities for third quarter:

• **Avian & Pandemic Influenza Presentations**

7/11/06 - Williams Township Hall
 7/18/06 - Riverside Friendship Center
 7/19/06 - Hampton Happy Hearts Senior Center
 8/16/06 - Pinconning School Administrators
 9/05/06 - Bay City Noon Optimist Club

• **Community Educational Outreach**

During the months of July - August, Dominic distributed a total of 352 letters to all Bay County churches, schools, child care centers and large businesses to provide pandemic influenza preparedness information and education regarding the impact a pandemic could have on their organization and staff. Included in the packages were a bird flu brochure titled "Avian Influenza - Michigan's Preparation and Response", a checklist printed from the www.pandemicflu.gov website and a booklet on preparing for public health emergencies. Dominic also responded to 6 letters from concerned Bay County citizens regarding the Health Department's preparations for a possible Avian Influenza outbreak.

• **Trainings**

7/20/06 - E Team

8/24-25/06 - Strategic National Stockpile Preparedness Course

- **Conference Call Facilitation for Pertinent Staff**

Clinician Outreach & Communication Activities (COCA) Conference Calls

7/24/06 - Mumps Outbreak Update

8/08/06 - Pandemic Influenza Preparedness

8/21/06 - Quarantine Issues - Avian and Pandemic Influenza

Centers for Disease Control (CDC) Conference Calls

9/07/06 - Issues in Vaccinating Adults against Influenza

9/11/06 - Issues in Vaccinating Children against Influenza

- **Web cast Facilitation for Pertinent Staff**

8/01/06 - The Role of Health Promotion in Emergency Response

8/03/06 - Mass Antibiotic Dispensing: Alternate Methods

8/10/06 - Immunization Update

9/29/06 - Pandemic Flu Preparedness: What Every Community Should Know

- **Health Fairs**

8/19/06 - Operation Backpack @ Immanuel Lutheran

9/14/06 - United Way Day of Caring @ Handy Middle School

- **Bay 3 TV**

9/14/06 - Taping on BCHD Pandemic Flu Preparedness Initiative

- **Meetings**

Tri County Avian Influenza (AI) Symposium Planning Meetings

7/25, 8/4, 8/14, 8/21, 8/29, 9/6

Duties included planning for the symposium by contacting and securing potential speakers, distributing press releases for local media outlets, coordinating print materials for marketing the event, securing location for event, securing purchase orders and vouchering bills, coordinating information packets for audience members and tracking registrants of the symposium.

Special Populations Meeting

7/26/06

Dominic presented committee members with Senior Citizen Housing Resource Directory, which she developed. This directory is a continuous work in progress

Bay Regional Medical Center (BRMC)

8/31/06

This meeting was arranged to discuss storage, agreements and rotation of antibiotics ordered through BRMC's pharmacy.

Saginaw Field & Stream

9/05/06

Spoke to conservation club members regarding the AI symposium and distributed registration material and posters marketing the event.

United Way Day of Caring Meeting

9/11/06

Tri-County Avian Influenza Symposium

9/19/06

Tri-County Avian Influenza Symposium Review

9/26/06

Saginaw Valley State University Community Breakfast

8/22/06

National Preparedness Month Planning

9/01/06

Staff Meetings

8/09/06 & 9/13/06

- **Tabletop Exercise**

8/17/06

Dominic was responsible for developing the PowerPoint presentation for the Bird Flu Seminar course and also co-presenting with other BCHD staff. Also, Dominic coordinated with Bay Arenac ISD to print materials for the tabletop and secured location for the event.

- **HIPAA Tutorial Revision for BCHD Staff**

August - September

- **Submitted updated Risk Communication Plan to Michigan Department of Community Health**

8/30/06

Immunization

Vaccination Type	Number Administered
DTaP	153
Td Adult Only	24
HHib-Pedvax	84
Meningococcal Conjugate	163
Hib Hep B	8
Hep B (Pediatric)	46
Hep B (adult)	55
IPV Dose	123
MMR	78
Varicella	92

Pneumococcal Conjugate	88
Hep A (Pediatric)	46
Hep A (Adult)	11
PPD Intradermal	198
DTaP-Hep B-IPV	51
Rotavirus	9
Influenza	0
TOTAL	1229

Laboratory Services

MONTH	Number of Clients	Number of Tests
JULY	534	771
AUGUST	503	772
SEPT	351	690
TOTAL	1,388	2,233

Maternal & Child Health Services

Month	Number of Billable Visits	Number of Referrals	Number of New Enrollments	
			MSS	ISS
JULY	121	42	13	6
AUGUST	179	40	25	10
SEPTEMBER	147	33	6	9
TOTAL	447	115	44	25

Marilyn Laurus, Maternal and Child Health Services Manager attended the following meetings/trainings during third quarter:

- Attended monthly Bay Arenac Early Childhood Advisory Committee Meetings-BAISD
- Participated in the monthly MALPH Nurse Administrators Forum Meetings
- Attended the Child Death Review Team Meetings
- Attended the CSHCS Orientation Meeting Helped plan and participated in the Kindergarten Health Round Up
- Attended the Title X Update: The Federal and State Perspective with Joel Strasz in August
- Participated in the August Boys & Girls Club Bike Rodeo where bike helmets were fitted and distributed to youngsters
- Attended the MICR Advisory Committee Meeting at Genesee County Health

Dept in September

- Attended the MIHP Coordinators Video conference in September
- Attended the Nurse Preceptor Grant Advisory Council Meeting in September

July

- Marilyn, Jennifer Don, Amy Revette attended the MIHP Case Management Video Conference

August

- Debi Glass and Jennifer Don attended the Child Death Review Team Meeting

September

- Kathy Janer attended Childbirth Education classes at BRMC
- Kathy Janer attended planning meeting for upcoming Community Baby Shower
- Jennifer Don and Debi Glass attended the Child Death Review Team Meeting

Medicaid Outreach

- For this quarter, Medicaid Outreach activities included lead testing, enrolling pregnant women, mothers and infants into the Maternal Infant Health Program (MIHP) and assisting individuals and families with completion of the on-line Michigan Medicaid eligibility application. Additional activities included informing families about the Early Periodic Screening and Developmental Testing (EPSDT) program with an emphasis on educating families about the value of preventive health services and periodic exams, and referrals to our Family Planning Program. Staff also verified individuals' current Medicaid eligibility status prior to conducting visits through our MIHP.
- Four MIHP staff participated in the Medicaid Outreach activities. They screened 54 women for MIHP services and enrolled 69 into the program, completed applications for Medicaid enrollment for 12 individuals, referred and facilitated testing of 121 Medicaid eligible, at-risk children for lead tests in our lab, enrolled 33 pregnant women into Childbirth Education Classes, verified each enrollee's current Medicaid eligibility status for each month of this quarter prior to making MIHP billable visits, and made referrals to the local Michigan Department of Human Services.

STD/HIV/Communicable Disease

- HIV = 109 tested, 83 of which were post-test counseled (76%)
- STD = 161 visits to clinic recorded

Women, Infants & Children (WIC) Program

	New	Recertifications	Reinstate	Infant Evaluation	High Risk	Nutrition Education	Bulletin Board	Internet Education	TOTAL	Lead Eligible*	WIC Lead	Physician Lead	Refused Lead
JULY	92	231	37	34	22	46	40	56	558	69	21	33	16
AUGUST	139	308	49	39	64	42	56	51	748	84	20	52	12
SEPT	70	232	51	38	38	60	77	44	610	99	20	67	12
TOTAL	301	771	137	111	124	148	173	151	1916	252	61	152	40

***NOTE: 85% of lead screening eligible children seen in WIC were either lead screened by their physician or lead screened in the WIC clinic.**

MSU EXTENSION

- Michigan State University (MSU) Extension is an educational outreach unit of Michigan State University. While working in the community, non-traditional educational programs are provided to help families, whether in farm, rural, or urban settings, to survive. Education provided by MSU Extension extends beyond the brick-and-mortar assistance that may be of interest in other areas of community support.

The following programs are highlighted for this quarter. Many are accomplished in collaboration with other departments or organizations with MSU Extension taking leadership.

Agriculture and Natural Resources

- The summer was busy for agriculture programs in Bay County. Chris Reisinger, ANR Extension educator, spent much of his time getting to know Bay County growers by visiting farms, area grain elevators, and local morning coffee gatherings. Another focus has been creating new educational opportunities for the farmers in the county. On August 29, MSU Extension - Bay County assisted the Michigan Bean Commission with their annual bean plot tour in Bay County. On August 31, MSU Extension hosted the Bay County corn and soybean plot tour, whereby growers could see and evaluate the different corn and soybean varieties in the field. Attendants earned one continuing education pesticide credit. The farmers also received grain marketing information through two round table discussions and a speech at the corn and soybean plot tour.
- The Project Fresh program has been going well, also. Project FRESH participants have until the end of October to use coupons to purchase local, fresh produce from farmers participating in the program. Coupons can be redeemed through November. The ANR Extension educator has vigorously sought professional development opportunities to improve himself as the Extension

educator. This summer, Chris has attended a weed management tour, crop diagnostic school, manure handling expo, and a forage field day all of which was sponsored through MSU extension.

- In the third quarter and into the fourth, the ANR program is working to harvest Bay County variety plots to collect the data on seed varieties. The ANR program is also preparing for a series of pesticide education and licensing meetings for this winter.

Master Gardener Volunteer Program

- This quarter the Master Gardener Volunteer Program continues the work on planning and site beautification on approved Master Gardener projects, like the Victorian-style beds at the Sage Library and the high-profile MDOT I-75 rest stop at Linwood. The program coordinator also attended summer conference and several coordinator's meetings throughout the state, keeping up with statewide policy changes that effect the volunteer base in our community. The volunteer coordinator is also gearing up to offer another Master Gardener core curriculum training in winter 2007.

Building Strong Families Program:

- This quarter there were 46 home visits at which the parenting program was delivered. At the YWCA Family Enrichment program, there were seven family participants. MSU Extension - Bay County began a parenting program series at the Parmenter House in the third quarter.

Family Nutrition Program:

- There were a total of 489 participants, children, adults, and seniors that completed the FNP program. These classes were held at different locations including the YWCA, the Women's Shelter, senior sites, the Bay County libraries, Michigan Works, and Handy Middle School. There were 321 Project FRESH \$20 coupon books given out, along with a nutrition educational presentation to local qualifying families. There were nine families and daycare homes, with a total of 20 children, that participated in the MSUE/WIN gardening grant that ended this quarter. The adults and children were able to start or expand their own vegetable garden with the assistance from four MSU Extension - Bay County programs: Better Kid Care, Family Nutrition Program, Agriculture and Natural Resources, and Master Gardener Volunteer program. This grant's focus was to not only increase the availability of fresh produce, but to encourage physical activity, nutrition education, and horticulture experiences for children. Staff from this program area also collaborated with the 4-H program area relative to United Way's "Day of Caring" event held at Handy Middle School in September.

Breast Feeding Initiatives Program:

- There were a total of 81 direct contacts through home visits, phone calls, and visits at the Bay County Health Department's WIC (Women Infants and Children) office. There were 29 families that participated in the annual Breast-feeding Support Walk at the Bay County Community Center. This was the largest turn out to date. There were several opportunities for Breast-feeding mothers to utilize a quiet place with

baby over the summer by way of the Rock and Rest tents, sponsored by the area's Breast Feeding Coalition. The event at the Fourth of July festival was well received by the public, as was the MSU Extension tent at the Bay County fair in August.

Better Kid Care Program:

- An 18-Hour Relative Care training was held with four participants completing the class. There were 33 past participants who received CPR and first aid training. At Head Start, MSU Extension Bay County taught 28 pre-school teachers for continuing education hours using BKC material at two of their staff meetings. The program is scheduled to continue at Head Start through the remainder of the school year. Staff from this program area also collaborated with the 4-H program area relative to United Way's "Day of Caring" event held at Handy Middle School in September.

Children, Youth, and Family Programs: 4-H Youth Programs

- In July, 41 4-H youth were certified in the Pork Quality Assurance (PQA) Program. This certification program allows youth aged 8-18 to participate in a nationwide program that emphasizes producing safe, wholesome, and nutritious pork for consumers. The program is also required for youth to sell their animals in the 4-H Livestock Auction in conjunction with the annual Bay County Fair and Youth Exposition.
- During the second week of August, MSU Extension staff and volunteers participated in the 2006 Bay County Fair and Youth Exposition. Several changes took place for this year's fair, including the addition of new goat, lamb, and hog pens. This year's auction generated \$61,931.05, and over 160 animals were auctioned.
- For the first time in the non-livestock project (still project) area, youth were required to meet with judges to tell about how the project was made. This new process gave youth an opportunity to positively interact with adults, but more importantly, gain insight from the judge on how to better their project for next year. It was also an opportunity for youth to begin developing job interviewing skills.
- MSU Extension also collaborated with the YMCA, YWCA, Health Department, Police Department, American Cancer Society, and United Way to develop a program for all sixth graders at Handy Middle School called "Day of Caring." The purpose of the program was to help United Way with their campaign kick off focusing on the prevention of childhood obesity. Over 300 youth received programming about fitness, nutrition, health and wellness.
- In September the Bay County 4-H Advisory Council sponsored a "Family Fun Day" at the Bay County Fairgrounds, inviting all 4-H families and anyone interested in learning more about 4-H. Over 120 people attended and played on the inflatable slides, in relay games, and dancing.
- As fall approaches 4-H is gearing up for a Soup Supper fund-raiser. The supper is planned for October 7 at the Bay County Fairgrounds. With the new program year

starting in October staff will hold the annual 4-H leader training, which is mandatory for all 4-H leaders in Bay County.

Successful Futures

- The census of live births has gone up at Bay Regional Medical Center and staff have been busy assessing, doing home visits, and making referrals to the families with identified needs. Staff participates on the Bay County Self Sufficiency group, whose purpose is to connect people in need with community resources. Two of the things the group is currently working on is finding agencies and groups to fill in the gaps left by the doors of Created for Caring closing, as well as childhood safety issues. Car seats and cribs have been needs identified in Bay County. Therefore, Successful Futures has purchased some car seats and cribs as well as commodities with the \$500 grant we received from Walmart.
- Presentations on programming offered were given to Bay Arenac Community High School, Department of Human Services CPS workers, and Dr. Felix's staff. In an effort to show collaboration with Bay Regional Medical Center, Successful Futures staff helped with the Rock and Rest station at Tall Ships festival, which has a place for nursing mothers and a diaper changing station. Staff has also been developing relations with Covenant Hospital. This allows Successful Futures to receive referrals on Bay County families who deliver in Saginaw County.
- Finally in the third quarter, staff has been working on growth and development in the areas of parent empowerment, anxiety disorders, and prevention of early learning failure. All of these conferences provided tools that we can directly use in the homes we visit.

Economic and Community Development

- MSU Extension is preparing to run another Community Emergency Response Training (CERT) class this fall. This will be the forth CERT class offered in Bay County. CERT team members are available to assist police, fire, and other first responders in major community emergencies and disasters. In addition CERT team members can also work as volunteers at community events to provide first aid and emergency information to the citizens of Bay County.
- Every election cycle, MSU Extension develops a bulletin to provide factual unbiased information about upcoming ballot proposals to voters prior to the General Election in November. This year there are five issues on the ballot. The ballot questions concern:

Natural Resources fees and license revenue
Michigan Civil Rights Initiative
Dove Hunting
Use of Eminent Domain
Educational Funding Guarantee

- MSU Extension Bay County has placed a downloadable version of the bulletin, which provides factual and unbiased information on all five initiatives on the front page of the Bay County Web site which can be accessed at: <http://www.baycounty-mi.gov> under the "Miscellaneous" section near the bottom of the Web page.
- In both the third and fourth quarter, MSU Extension will be distributing nearly 1,000 copies of the bulletin to municipalities, senior centers, and other public institutions for distribution to voters over the month proceeding the November election.

PERSONNEL

- Took over the supervision of the Juvenile Home with the resignation of Tom Tonkavich, Recreation and Youth Development Director
- Continued contract negotiations with all units with the help of State Mediator Tom Kreis. The command officers unit have ratified their contract.
- With the resignation of both the Recreation and Youth Development Director and the Animal Control Manager, the Personnel Director worked with administration on a reorganization plan. Many meetings were held with various department heads and the union's involved.
- Posted, advertised and held interviews for the Juvenile Home Director position, as a result of the reorganization plan mentioned above.
- Prepared the department budget and attended several budget hearings in August.
- Attended grievance arbitration with the deputies union that was awarded on the County's behalf.
- Attended an ASE Workers Compensation briefing at SVSU.
- Attending the annual SHRM conference in Grand Rapids.
- Made a determination on outstanding USW reclassification requests; all were denied at this time.
- Processed necessary paperwork to hire many full-time, part-time and seasonal employees, and in turned removed same seasonal staff from payroll at the end of the summer (Pool, Summer Recreation and some Mosquito Control).

Training

Employee Benefit Expo

- Held in July, the first expo of this type was well attended with employees from Health, Courts, County Building and other areas, engaging benefit vendors in

discussion. Representatives from flexible spending health care account, AFLAC, Credit Union and My Lawyer, along with a table for employee fitness and EAP were represented.

Training

- Updated site managers on new social security policy.
- Assisted Health Educator with HIPAA update for Health Dept. Employees.
- Conducted research on Customer Service & Leadership training costs and programs.

Intranet Toolkit

- Met with finance department staff to request they send information on finance, budget, purchasing and other areas for inputting into supervisory toolkit.
- Continue to develop toolkit with linkages. A total of 49 pages are complete.

United Way

- Began coordination of United Way campaign. Distributed Team Captain kits and information to all employees. Brought speakers to department/division meeting.

Ergonomics

- Have met with individuals on a request basis to make ergonomic adjustments to their work spaces. A majority of employees have their keyboard trays adjusted improperly which can, over time cause repetitive motion strains. Following are locations where adjustments were made:
 - ✓ Courts (2)
 - ✓ Animal Control (2)
 - ✓ Equalization (1)

Compliance Required by MIOSHA

- Developed confined space program for ice melt pit at Civic Arena. This was done in conjunction with Tom Berry, Ice Manager. Repairs are forthcoming on the ice melt pit.
- Updated form for Lockout/Tagout and delivered to Building & Grounds. This is for electrical safety.
- Have updated posters for all county facilities. USERRA and Michigan minimum wage changes have been included for each facility.

Policies

- Information was sent to selected department heads to begin the process of reviewing and creating uniform formatting of county policies. The first round of reviewed policies are due September 30.

County Lines

- Developed and released a summer employee newsletter. Development has begun on a fall newsletter. Health and fitness and employee assistance information is included with each.

911

- We are very pleased that our 911 millage renewal passed in August.
- Ryan Gale has completed his 6 months of training and working on his own. We have purchased new testing software specifically geared for hiring 911 telecommunicators/dispatchers. We currently have 3 vacancies and we will be using this software with the selection. We will stagger the hiring as the training is very demanding.
- We are getting closer to awarding the new ergo dynamic state of the art furniture bid. The installation should start around the 1st of the year. This furniture will allow the dispatcher to sit or stand, will have lighting and climate control, should alleviate some carpal tunnel and back ailments. It will also improve the overall communications in the center; the layout is such that everyone will be able to see one another and be able to communicate more effectively.
- The Radio Subcommittee continues to meet monthly. Several projects are in the works. Two such projects were approved by Human Services and the Board of Commissioners. The installation for the first project a county fire comparator will be starting shortly. This Comparator will analyze the best audio transmissions from the 3 fire base stations then vote the tower site that has the strongest and clearest audio back to dispatch. This alleviates the previous interference problems.
- The second project is for a new transmitter to be installed at the Whitefeather Tower. This will help assist officers in Northern Bay County, particularly in the Pinconning area to be able to hear Central Dispatch at all times. Currently there are some areas in the northern part of our County where an officer may not hear the dispatcher. Right now this project is back in the hands of the FCC; Canada wants proof that it will not cause any interference.
- Another project that has been in the works for quite awhile is a new tower on the County building roof top. When this project is complete, we will have new antennas placed higher than they currently are and separated from the others in an effort to reduce interference. There were several studies, permits and approvals needed for this project however its completion is nearing the end.
- With the high cost of radio circuits to connect our towers, and due to most of our radio problems being related to these circuits, there has been a lot of discussion and work on the possibility of micro waving the sites. This would eliminate the radio circuits, be much more reliable and the pay back would be approximately 5 years.
- For the past year or so we have been working on getting our radio circuits straightened out, by getting old ones removed, adding new ones and getting them all on one bill. This has been a tedious and frustrating process which is also nearing

completion.

- We are still investigating new radio consoles, ones that can fit all of our needs; VHF, 800 MHZ, MDC signaling and IP. Our radio consultant is getting some budgetary quotes.
- The generator for our Munger(Merritt Twp FD)site should be installed in the near future.
- Robert Tarrant from the Michigan Public Communications Service Commission was here on September 21st at the Lincoln Center gave an overview and answered many questions regarding the State's 800 MHZ radio system. One the benefits to this system is State wide interoperability and one of the drawbacks is the cost. Several agencies attended along with some Township officials. This will be discussed in further lengths at the next Radio Subcommittee meeting.
- All but 4 of the County Fire Departments are receiving their Rip and Runs via high speed internet. The second the dispatcher dispatches the fire department in the computer to a call, the call information immediately starts to print at their station. The County is working on solutions/options for the 4 Department who are not able to use the high speed method. We are hoping to have a solution in the near future.
- All of the 911 staff has completed and passed their NIMS test.
- We have been working with Emergency Services on the new Sirens which will be located in Vets Park. It is with high hopes they will be installed by spring 2007 before the inclement weather begins.
- *We have installed 2 CAD computers at the Back Up Center which are connected through the Counties VPN. The computers are set up just like the ones in dispatch. Dispatchers can enter calls, look up all the same resources and keep track of all the police, fire and EMS units. There are still improvements needed at the Back Up Center but this is a tremendous asset.